

Stand Information

Appointing Stand Designers / Contractors

Exhibitors can appoint their own contractors for all elements of their stand requirements with the exception of services provided by the official contractors. If you are appointing other contractors it is essential, for security and for ease of access to the halls, that you notify us of whom they are. Please complete and return **Form 8** located under the **Forms to Complete** section. **Please return this form by 11 October 2019.**

Audio Visual Equipment Hire

Showcase AVI have been appointed for this service. Please follow the link for more information: - <https://www.showcase-avi.com/homes-2019/>

Build Up & Break Down Access

IMPORTANT NOTICE - ALL VEHICLES TRAVELLING TO EXCEL LONDON FOR THE PURPOSE OF BUILD UP, BREAKDOWN OR DELIVERIES SHOULD KINDLY NOTE THE FOLLOWING: -

- On arrival, vehicles need to make their way to the Traffic Administration Office on Sandstone Lane, sat nav postcode E16 1WW.
- There is a holding area in front of the Traffic Administration Office, please follow the Marshal's directions to park, then proceed to the Traffic Administration Office in person.
- Drivers will then be issued with a Lorryway Access Document (LAD). This will detail the date, show name, name of the stand, stand number and vehicle registration number. It will also indicate a time limit for unloading or loading. Drivers must adhere to the specified time limit. Those exceeding the time limit will be clamped or removed. If extra time is needed, please see a traffic marshal.
- Exit the Traffic Administration Office and return to your vehicle. You will be directed to a queuing system where you should wait until space is available on the lorryway to unload which will be advised to you by a marshal.
- On completion of unloading/loading, vehicles must be removed to the relevant parking area or leave the site immediately.
- In the event of a vehicle breakdown or accident, please contact a traffic marshal immediately.
- The co-operation of all drivers in observing these processes is appreciated.

Lorry & Transit Sized Vehicle Parking

- All lorry/transit type parking is subject to availability and is located in the north-west lorry park on Seagull Lane (adjacent to the DLR tracks).
- Lorry/transit type vehicle parking is free of charge during build up and break down days but there is a £35 per day charge for lorries (vehicles over 3.5 tonnes) and a £20 charge for transit type vehicles (below 3.5 tonnes) during event open days.

Terms and Conditions of Use

- Parking is charged at £35/£20 (depending on vehicle size) per open day on a first come, first served basis.
- If a vehicle(s) wish to park for build up days only, this will be permitted using the Lorryway Access Document, clearly displayed in the window of the vehicle.
- Terms and conditions relating to this are to be found on the reverse of the Lorryway Access Document.
- Drivers are required to remove vehicles prior to the open days (unless paying to park as detailed above).
- Any vehicles failing to show a valid parking permit or displaying an out-of-date parking permit, shall be penalty ticketed and a fee of £80 will be levied.

- All vehicles parked in the north-west lorry park, must be empty of all goods and stock and where possible, all curtains and doors left open.
- No overnight sleeping in vehicles is permitted.
- Drivers must follow the instructions issued to them by traffic marshals at all times.

Excel London and its partners accept no responsibility for loss, damage or theft to vehicles or their contents.

Approximate Unloading Times

Car:	15 minutes
Transit type vehicles:	30 minutes
7.5 tonne:	45 minutes
Artic:	90 minutes

Goods must be delivered between 08:00 and 18:00 on either Monday 25 or Tuesday 26 November clearly marked as follows: -

(Company Name)
(Stand Number)
HOMES UK 2019
C/O Excel London
1 Western Gateway
London
E16 1XL

Please note that goods delivered at any other time will not be accepted and will be refused.

The organisers cannot accept any deliveries without prior agreement. Please ensure that you arrange to have goods delivered when a stand representative is present. An arrival time will be allocated to each exhibitor incorporating large/heavy equipment/machinery or mobile units onto their stands nearer to the event. On arrival during build up and break-down, all vehicles including cars will be directed to unload. All exhibitors must ensure that their vehicles display the vehicle pass and that vehicles are removed immediately after unloading.

Carpet

Exhibitors with shell scheme stands will have black carpet included within their stand.

Exhibitors with space only stands are responsible for organising their own carpet requirement. The floor tape approved for use at Excel is to be NEC approved tape. If floor surfaces are found to be damaged you will be responsible for costs this incurs.

Gangways will be carpeted in midnight blue.

The recommended carpet supplier is **Full Circle**. Please refer to **Full Circle – Floorcovering Form & Full Circle – Carpet Swatch** located under the **Forms to Complete** section.

Catering

If you require any catering supplies for your stand, please visit the link below for all information: -
http://excellondonhospitality.exhibitorcatering.co.uk/exhibition.php?exn_recno=716&xtl=28682

Contractor Passes

Contractor wristbands will be issued upon arrival at Excel.

Damage & Dilapidations

The organisers reserve the right to charge the exhibiting company or their contractor for any damage that may occur during the exhibition build, open or break down period, to the shell scheme components or any part of the halls, walls, pillars or other parts of the premises. This includes the removal of carpet tape and carpet tape residue.

Electrical Power & Lighting

The organisers have appointed **Full Circle** as the official and sole electrical contractors. All electrical work for the exhibition will be carried out by **Full Circle**. Please contact them at the earliest opportunity regarding your requirements and complete **Full Circle – Electrical Equipment Form** located under the **Forms to Complete** section. All orders must be received by **29 October 2019**.

All stand supply will be switched off when the halls are not in use except by prior arrangement.

Announcements on the PA system will be made 30 minutes before the power is switched off. During build up this will be 19:30 on Monday 25 November and 21:30 on Tuesday 26 November. On open days this will be 30 minutes after the show closes.

Exhibition Stand Transport & Lifting

For further information on transportation of stand materials or lifting services on site please contact Rachel Hall on Tel: 07771 628131.

Fascia Nameboard Details

Shell scheme exhibitors are required to complete **Full Circle – Name Panel Form** located under the **Forms to Complete** section. **Please return this form by 29 October 2019.**

Furniture

A range of stand furniture can be hired from the recommended contractor, please follow the link: -

JMT <http://www.jmt.co.uk/>

Goods Removal Form

In an effort to improve security, it is requested that any exhibitors wishing to take goods out of the exhibition hall after the build up period of the exhibition and before break down, should hand to a duty security guard an official Goods Removal Form, duly completed and endorsed by a representative of HOMES UK 2019.

These forms are available from the Exhibition Organisers' Office. Anyone attempting to remove equipment without the form will be escorted to the Organisers' Office.

Insurance

Exhibitors should ensure they have adequate insurance protection when attending one of our exhibitions. As a minimum, we require you to have £2 million public liability cover against personal injury, damage to or loss of exhibits etc.

It is now compulsory that we have proof of your insurance before you arrive on site and set up of your stand can commence.

Motor Vehicle Exhibits

All petrol-fuelled motor vehicles fitted with a fuel tank must comply with the following: -

- The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle in and out of the hall.
- The fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap.
- All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.
- The running of engines during the open period of an exhibition is strictly prohibited.

- For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided. Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.

Music Licences

If you intend to play music on your stand during the course of the exhibition you are required by law to obtain music licences. Please complete and return **Form 7** located under the **Forms to Complete** section. **Please return this form by 11 October 2019.** You will in due course be invoiced for the cost of your licence.

Rigging

There is an extensive range of hanging products available which can enhance your stand from banners, lighting rigs, support structures to tall stands etc. All rigging requirements are to be approved by the organisers in the first instance. Please note that new for this year, Ocean Media Group are charging an additional fee for all advertising rigging. Please contact Rachel Hall, Tel: 07771 628131.

Signage

The recommended signage and graphics contractor for this show is Full Circle. Please refer to **Full Circle – Shell Scheme Graphics & Accessories Form** located under the **Forms to Complete** section.

Stand Cleaning

The cleaning of stands will be arranged by the organisers on a daily basis. Exhibitors are responsible for their own cleaning of exhibits on display.

Stand Construction – Shell Scheme

Shell Scheme stands provided will be in accordance with **Full Circle - Shell Scheme Visual** located under the **Important Information** section. No alterations can be made to the standard shell scheme. However, additional extras can be ordered through the official Shell Scheme contractor. Please refer to **Full Circle – Shell Scheme Graphics & Accessories Form** located under the **Forms to Complete** section.

All interior stand fittings must be contained within the shell scheme structure.

It is the responsibility of all exhibitors to arrange their individual electrical and lighting requirements. Please complete **Full Circle – Electrical Equipment Form** located under the **Forms to Complete** section. **Please return this form by 29 October 2019.**

ALL Shell Scheme Stand Holders MUST complete and return the 'Compulsory Shell Scheme Construction Form 6 by 11 October 2019 – There are NO exceptions. All Shell Stands must complete and return the form. In addition, all Shell Scheme Exhibitors must complete the Health & Safety Declaration Form 6A.

Please note that the organisers retain the right to demand a full risk assessment if deemed necessary.

Stand Construction – Space Only

Please refer to the **Free Build Stand And Structure Information** located under the **Important Information** section.

Stand Sharing

Stand sharing is only permitted with the approval of the organisers. All requests to stand share should be made in writing by **31 August 2019** and a £1,000 + VAT stand share fee, which includes an entry into the Event Guide, will be levied to each additional company on the stand. Please note that only the company who contracted the space will have a Fascia Nameboard provided for them (shell scheme stands only). The organisers reserve the right to refuse entry to stand sharers who have not been notified to them.

Trade Union Labour

Exhibitors must ensure that all of their contractors and sub-contractors shall observe the Code of Practice issued by the Advisory, Conciliation and Arbitration Service pursuant to the Employment Protection Act 1975 in their dealing with their respective employees working at the exhibition.

You may choose your own contractor for the design and erection of your stand, however it is recommended that they are a member of ESSA (Event Supplier & Services Association). ESSA members must observe a strict Code of Conduct, to cover workmanship, service and business practice.

Any queries regarding trade union labour shall be directed to ESSA on Tel: 0208 543 3888.

The organisers are not able to supply labour for the handling of goods and other items. Exhibitors should arrange with an appropriate contractor for this service.

All stand construction and displays must be made from fireproofed materials to the satisfaction of the authorities.

Water & Waste

If you require this service please refer to the **Excel London – Hall Piped Services Ratecard** located under the **Forms to Complete** section.